

ETEXT ATTACHMENT

05/27/2004 11 : 06

This is a duplicate of the text in the e-mail sent to RAD (Chris Whyrick) on 5/26/04...

Files referred were attached to the e-mail.

In response to your letter dated 4/27/04...

Re: Friends of Jan Schneider (C00392183) Amended April Quarterly Report (1/1/04-3/31/04).

Amendments have been made to satisfy the problems described in your letter.

1) There was a supporting Schedule A for the \$15,000 reported on Line 12 of the Detailed Summary Page. Per Stephanie in your department, I should take no further action on this issue.

2) Employer/Occupation information missing for Thomas Wendel has been entered. I phoned him to get the information in order to expedite the process. Per your request in the 4th paragraph on Page 2, please see below for a 'detailed description' of our procedures for requesting the information.

3) Corrections were made to the loan entry of 3/31/04 on Line 13(a) as requested. A due date was added and the box indicating the loan came from personal funds was checked.

4) The contribution to Bob Graham's campaign was removed from Line 17 and entered correctly on Line 21.

Methodology for requesting information (from Item 2 above):

Attached is a PDF file showing the text on our 'Contribution Reply Envelopes'. These self-addressed envelopes accompany all written solicitations for contributions. They are distributed at fundraisers as well. We encourage all contributors to use these forms as it provides us with the information we need for our campaign database and for FEC reporting.

Also attached is the letter (template) we use to request employer/occupation information from contributors who failed to provide said information at the time the contribution was made. If a campaign volunteer/employee knows the individual, a phone call is made to the contributor in lieu of sending the letter.